

California Energy Commission



CLASSIFICATION: Business Service Officer I (Specialist)
[Will consider Business Services Assistant]

TENURE: Permanent

TIMEBASE: Full Time

SALARY: \$3,658 – \$4,446 (Salary will be adjusted accordingly to comply with furlough program)

LOCATION: Business Services Office
Sacramento, CA

FINAL FILING DATE: August 10, 2009

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Business Service Officer II (Supervisor), the incumbent independently performs a variety of business service functions such as purchasing, facilities management, and records management, and performs assigned technical and analytical work related to these functions. The incumbent may act as a team-leader over lower level staff. In addition, the incumbent may act as backup to the Business Services Officer II.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ◆ Ability to communicate effectively both orally and in writing
- ◆ Excellent customer service skills
- ◆ Ability to get along with others
- ◆ Ability to work independently and as part of a team
- ◆ Ability to work well under pressure and adapt to changing priorities
- ◆ Knowledge/Experience in one or more of the business services functions
- ◆ Good organizational skills

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. **Please indicate your eligibility for this classification on the state application form, STD. 678.** *Applications will be screened for experience and only the most qualified will be contacted for an interview.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (STD. 678) TO:

Kim DuVall – RPA 206-856
1516 9th Street, MS-19
Sacramento, CA 95814
(916) 654-4326

E-mail: kduvall@energy.state.ca.us

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA #: 206-856

Position #: 2060-4720-004

fn: BSOI Spec-BSA_JOB_Behind-DS.doc; kd